



LCC ASB

Associated Student Body
LA COSTA CANYON HIGH SCHOOL

ASSOCIATED STUDENT BODY FORM FOR CHECK REQUEST

INSTRUCTIONS:

- Complete the Check Request below, and submit the request with Invoice(s)/receipt(s) to the ASB Finance Office.
- Submit all original invoice(s)/receipt(s) for payment. Copies will NOT be accepted.
- Please print clearly.

CHECK REQUEST INFORMATION *(please circle one):*

Vendor Payment *(attach invoice)* *OR* **Reimbursement to Person** *(attach receipts)*

Purchase Order #: _____ *(required)*

Make check payable to: _____

Mail check to this address:

Deliver check to Advisor's mailbox. Advisor's Name: _____

Hold check in Finance Office for pickup

CAN THIS PURCHASE ORDER BE CLOSED?

- YES – Close, there are no more invoice(s)/receipt(s) to be paid against this purchase order.
- NO – Keep open, there are more invoice(s)/receipt(s) to be paid against this purchase order.

FINANCE OFFICE USE ONLY:

ASB M.M. Date: _____ Check # _____ Amount: \$ _____ GL#: _____